



जम्मू केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JAMMU

राया-सूचानी (बागला), जिला सांबा- 181143, जम्मू (जम्मू एवं कश्मीर)
Rahya –Suchani (Bagla), District Samba -181143, Jammu (Jammu & Kashmir)

ENGAGEMENT OF TRAINING AND PLACEMENT OFFICER (On contract basis)

Applications through online mode are invited from the eligible candidates possessing prescribed qualifications for the temporary post of **Training and Placement Officer** purely on contract basis. Online portal for submission of application will remain open from **20.05.2022** to **09.06.2022** at university website i.e. www.cujammu.ac.in .

SI. No	Name of the Post	Consolidated remuneration	No. of Post
1.	Training and Placement Officer	Rs. 1,00,000/-	01

Age: below 50 years

Essential Qualifications and experience:

1. MBA or equivalent degree with minimum 55% marks or equivalent grade in the point scale.
2. Minimum 5 (five) years Placement record and experience in Industry / Educational institutions with special reference to coordinating training and placement activities.
3. Candidates are expected to possess:
 - a. Knowledge of recruitment processes, hiring trends, expectations of entry level roles, compensation packages across industries.
 - b. Ability to network and build relations with HR Managers in Industries, PSU, MNCs and other organisations.
 - c. Ability to work with a variety of students and understand their aspiration/capabilities/challenges.
 - d. Working knowledge of computer applications.
 - e. Good communication skills with strong corporate linkages.

GENERAL TERMS & CONDITIONS

Eligibility Conditions:

- 1) Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date for determining the eligibility of all candidates in every respect shall be the closing date i.e. **09.06.2022** for receipt of the online applications. Candidate may not be called for Interview if he / she does not possess the minimum qualification and experience etc. as on the closing date of the online application.
- 2) It is the sole responsibility of the candidate to assess his / her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his / her online application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be

detected at the time of scrutiny / interview due to whatever circumstances, his / her appointment shall be liable to termination forthwith as per this clause and also based on his / her undertaking in online application form. Candidates are advised to confirm their eligibility prior to submission of online application.

- 3) The persons appointed will be purely on contract basis for six months and shall have no claim for absorption, extension or permanent employment. An affidavit in this regard will have to be submitted by the selected candidate duly attested by first class Magistrate at the time of joining otherwise he/she shall not be allowed to join and the offer of appointment will be issued to next candidate in selection panel. Contract for engagement may be extended at the sole discretion of the University based on satisfactory performance during the period of engagement and other factors to be determined by the University.
- 4) **Nature of Duties:** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays.
- 5) Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
- 6) Candidate should bring all original certificates along with one set of self-attested photocopies relating to his / her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the documents, he / she shall not be allowed to appear at the interview or join, as the case may be and his / her candidature shall be treated as cancelled without any further communication in this regard.
 - (i) Interim enquiries shall not be entertained.
 - (ii) Conditional form of applications will not be entertained by the University.
 - (iii) 'Canvassing in any form shall disqualify the candidature of the candidate'.
- 7) The University shall not be responsible for any postal / electronic delay. Online application must be submitted prior to closing date and time of online application on the portal. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the online application which will facilitate communication at any point of time.
- 8) The University reserves the right to place reasonable limit on the total number of candidates to be called for interviews.
- 9) The selected candidates shall be appointed under written contract for contractual appointment.
- 10) The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- 11) With regard to any ambiguity relating to the recruitment in general and eligibility in a respect of post in particular, the decision of the Hon'ble Vice Chancellor shall be final.
 - (i) The University reserves the right to fill or not to fill up the post advertised for any reasons whatsoever. If any vacancy arises

after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee.

- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

- 12) **Rejection of Applications Forms:** Online Applications not filled up on the basis of supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete online applications shall be rejected summarily. Application form (i) incomplete in any respect or (ii) any fresh paper / enclosures after the last date of receipt of application, shall not be entertained. No amendments in online application will be allowed. Thus, candidates are advised to be careful while filling the online application
- 13) Candidates belonging to SC, ST and PwD category are exempted from the payment of **application fee of Rs.500/-**, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is produced on the date of interview
- 14) Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check University website for updates / corrigendum. Issuance of notifications in the newspapers is not obligatory on the part of the University. All correspondence including Intimation of Interview will be sent by University in the login id / registered email of the candidate. Any change of postal address given in the application form should at once be communicated to the University.
- 15) In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
- 16) In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
- 17) Appointment offer to selected candidates shall remain valid for 10 days from the date of issue of appointment order. Non-reporting / joining of appointed candidates within the prescribed time limit will automatically cancel the appointment. Such posts will be offered to next candidate as per merit list in vogue.

Sd/-
REGISTRAR

No. CUJ/Admin/EN-Temp/2022/01/274
Date: 19.05.2022

Check list of Documents to be Enclosed

S.No.	Documents	
1.	VIII (8 th) Class Marks Sheet	
2.	Matric/Secondary/High School (10 th Class) Marks Sheet	
3.	Matric/Secondary/High School (10 th Class) Certificates	
4.	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
5.	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
6.	Bachelor's Degree Marks Sheet	
7.	Bachelor's Degree	
8.	Master's Degree Marks Sheet	
9.	Master's Degree	
10.	M.Phil Marks Sheet	
11.	M.Phil Degree	
12.	Ph.D. Degree	
13.	Experience Certificate(s) from previous employers	
14.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
15.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
16.	Any other (Please Specify)	